



BL # \_\_\_\_\_

B-OC200 \_\_\_\_\_

# CITY OF MILPITAS

## BUILDING AND SAFETY DIVISION

Mailing Address: 455 East Calaveras Boulevard, Milpitas, California 95035-5479 – Tel. 408.586.3240, Fax 408.586.3285  
[www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov)

### APPLICATION FOR OCCUPANCY PERMIT BUSINESS LICENSE REVIEW

<b>BUILDING FEE</b>	<b>\$260.00</b>
<b>FIRE FEE</b>	<b>\$104.00 (Effective January 01, 2004)</b>
<b>PERMITTING</b>	
<b>AUTOMATION FEE</b>	<b>\$9.10 (Effective July 01, 2006)</b>
<b>TOTAL FEE</b>	<b>\$373.10</b>

1. Business Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_
2. Business Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_
3. Applicant Name: \_\_\_\_\_ Date Business Starts: \_\_\_\_\_
4. Building Owner's Name: \_\_\_\_\_
5. Building Owner's Address: \_\_\_\_\_  
Street City State Zip
6. Briefly describe your business (retail sales, storage of warehouse/distribution, manufacturing of --)  
\_\_\_\_\_  
\_\_\_\_\_
7. Please describe what activities are conducted in each room or area of your business. (You may exclude general office, bathrooms, conference room)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE NOTE: No building, structure, or building service equipment regulated by the Milpitas Municipal Code and the technical codes shall be erected, constructed, enlarged, altered, repaired, moved, improved, removed, converted or demolished unless a separate, appropriate permit for each building, structure or building service equipment has first been obtained from the Chief Building Official.

8. Are you required to obtain a "USE PERMIT" or other APPROVALS from the Milpitas Planning Division to operate this business at this location?

Yes \_\_\_\_\_ No \_\_\_\_\_

(If you are unsure or wish additional information, please contact the Planning Division at 408-586-3279).

9. Are hazardous materials to be used or stored in conjunction with this business?

Yes \_\_\_\_\_ No \_\_\_\_\_

(If you are unsure or wish additional information, please contact the Fire Prevention Bureau at 408-586-3365).

10. Are you required to have permits or clearances from any of the following agencies to operate your business at this location? (If you are unsure or wish additional information, please contact the agency at the number listed below.)

+RWQCB	Yes _____	No _____	510-622-2300
+*BAAQMD	Yes _____	No _____	415-771-6000
*County Hazardous Materials	Yes _____	No _____	408-299-6930
*City Hazardous Materials	Yes _____	No _____	408-586-3365
County Environmental Health	Yes _____	No _____	408-299-6060
Others _____			

\*Obtain forms from City of Milpitas Building Division.

If yes is checked to any of the above, a certificate of occupancy cannot be issued until the appropriate clearance have been submitted to the Building Inspection Division.

THE INFORMATION CONTAINED HEREIN IS FAMILIAR TO ME AND TO THE BEST OF MY KNOWLEDGE, ACCURATE AND COMPLETE.

APPLICANT \_\_\_\_\_  
Print Name Title Signature Date

APPLICANT SHALL BE THE OPERATOR OF THE BUSINESS.

You will be required to fill out this form at the time you make application for a City Business License, so please keep a copy for future reference.

+RWQCB — Regional Water Quality Control Board  
San Francisco Bay Region

+BAAQMD — Bay Area Air Quality Management Division

Planning Approval \_\_\_\_\_ Date \_\_\_\_\_